2014-16 IACEE ("New") Council Meeting Minutes
Saturday, 28 June 2014 – 09:00 – 12:00
Creekside Inn
3400 El Camino Real
Palo Alto, California 94306
USA

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The Agenda and 4 other Supporting Documents for these Minutes are located in the File Archive section of the Members' Area of the IACEE website www.iacee.org . They are keyed to the Item numbers in the Agenda and these Minutes. IACEE Members will need their username and password to access the File Archive section of the Members' Area of the website.

"FA" appears in red at the beginning of each Agenda Item in these Minutes that has a Supporting Document listed in the File Archive section of the Members' Area of the IACEE website.

Yellow highlighting is used in these Minutes to call attention to items where some follow-up action appears necessary.

1. Welcome & Introductions, Verification of Quorum, and Apologies for Absence – Scalzo
   President Kim Scalzo called the Council meeting to order at 9:13 am and extended a welcome to all members of the newly-elected 2014-16 IACEE Council. With great pleasure, she noted that 100% of the Council members were present:

   | | | | |
   |---|---|---|---|
   | Nelson Baker | Frank Burris | Patricia Hall | Bente Nørgaard |
   | Ragna-Ann Berge | Soma Chakrabarti | Daniel Kuenzle | Kim Scalzo |
   | Edward Borbely | Feng Aihua | Paul Marca | Katriina Schrey |
   | Susan Bray | Marc Goossens | Kirsti Miettinen | Ellen Sjoer |
   | Thomas Brumm | Ricardo Gutierrez | Patricio Montesino | Alfredo Soeiro |
   | | | | Zhang Guoqing |

   Thus, a quorum was easily met.
   Former Council members and Candidates present as Guests were Mervyn Jones, Philip O'Leary, and Christian-Andreas Schumann.
   SCPD Staff present were Victorianna Dunn and Robert Katayama.

2. Approval of Agenda and Meeting Logistics – Burris
   The Agenda was approved as distributed earlier, with modifications in the subject line for Items 4 and 8, as shown below. Also, Alfredo Soeiro, in his role as "ambassador" to EUCEN (European University Continuing Education Network), asked what action the CPD-BQIP Developer Team had taken on EUCEN's request for a flat fee to allow EUCEN institutions to use CPD-BQIP? As no action had yet been taken, Ed Borbely promised that the Developer Team would develop a response to EUCEN and get back to Alfredo after this meeting.

3. Executive Committee Elections - Scalzo
   3.1 Election of Four Vice Presidents
       Kim Scalzo nominated her four recommendations for Vice Presidents to serve with the other members of the IACEE Executive Committee (President, Past President, General Chair of the 2016 WCCEE, and Secretary General). These nominees are:

Soma Chakrabarti, University of Kansas, USA
Paul Marca, Stanford University, USA
Kirsti Miettinen, Aalto University, Finland
Zhang Guoqing, CACEE, China

==**MOTION: Sue Bray moved and Nelson Baker seconded approval of this slate to fill out the Executive Committee. The motion was approved by voice vote.**==

**3.2   Election of First Vice President (from among the four in 3.1)**
Kim put forward her recommendation of Soma Chakrabarti to serve as First Vice President for 2014-16.
==**MOTION: Pat Hall moved and Tom Brumm seconded the motion to elect Soma Chakrabarti as First Vice President. The motion was approved by voice vote.**==

**4.   Update on Paid Staff at Georgia Tech and Status of Secretary General for 2014-16 Biennium – Scalzo, Baker**
**FA** Kim Scalzo presented a 4-page document for discussion that effectively parcels out the responsibilities of the current Secretary General Frank Burris into:

- An IACEE Operations Manager, who would be hired as a ¼-time Georgia Tech staff member and who would perform most of the administrative tasks that have been done by Frank for the past 4 ½ years;
- An IACEE Secretary General, who would act as an "IACEE Ambassador" to the global CEE Community and perform other higher level activities for the association;
- New responsibilities for the President and Past President;
- Minutes, newsletter/blog, and future WCCEE venues responsibilities assigned to various Council members.

This document has been added to the File Archive for review by the Council. Many aspects of this proposal were discussed. For example:

- Zhang Guoqing requested a clearer distinction between the Ops Mgr and SG positions and questioned the reporting line of the Ops Mgr.
- Tom Brumm asked the Council to be certain this description is consistent with the Bylaws, which state that the SG reports to the Council;
- Sue Bray commented that the new SG is envisioned as a high-level advocate for IACEE;
- Both should report to the Council through the President;
- Pat Hall suggests that Minute-taking not be distributed among the Council members but rather be assigned to a Council secretary.
- Having the SG position be a progressive step after serving as Past President was surfaced as an idea, but was not warmly received.

==**MOTION: Tom Brumm moved the approval of the general approach presented in Kim's amended document and suggested that appropriate Bylaws changes be presented to the Council. The Council also authorizes the signing of a contract with Georgia Tech to hire an Ops Mgr.**==
==**Paul Marca seconded the motion, which was approved by a voice vote with one abstention.**==

**5.   14th World Conference Review, Critique, & Report – Marca, Katayama, & Dunn**
**FA** A deck of 11 PowerPoint slides was presented to the Council by Paul Marca and Robert Katayama. Paul opened by using the "Goals" slide (#2) that was presented last Monday before the conference and commenting on how the goals had been met. We are at 176 registrants and counting. The numbers update and three financial slides provided a preliminary picture of the financial outlook for the conference. Per the MOU between Stanford and IACEE, ==IACEE must send Stanford four separate Invoices within 45 days of the end of the conference and Stanford==

Frank Burris noted that many participants had requested a participant list; post-conference activities will need to address this matter and act accordingly.

Zhang Guoqing indicated that the China Association for CEE would be pleased to host an activity in Beijing in 2015; follow-up on the details of such an activity is needed.

Paul also volunteered Stanford Center for Professional Development's (SCPD) facilities for webinars for the next year and suggested that Council members should each commit to doing a webinar to fill in activities during the 2014-16 biennium.

MOTION: Mervyn Jones offered a motion of commendation for the success of the World Conference and for the great work of the SCPD Team. Nelson Baker seconded the motion, which was then passed unanimously by voice vote!

6. Lessons for 15th World Conference at University of Porto Preliminary Discussion – Soeiro & Stanford Team

   Council held a group discussion of many of the facets of this conference and other issues that are captured in the following "bullets":

   - Branding was developed and carried through all pre-conference promotion; SCPD recommends that we not create a new logo/brand for the 15th WCCEE and that we continue to use the cube going forward.
   - A strong recommendation was to build on the momentum generated this year and keep participants engaged so Porto does not have to start anew.
   - The process for Moderators worked well, including clear instructions and expectations for Moderators and Presenters.
   - New industry folks were engaged at the Stanford conference we need to exert extra effort to maintain their engagement.
   - Following up on the discussion in Item 4, the following proposal emerged to smooth the transition between the current Secretary General and the proposed new order of things.
     MOTION: Mervyn Jones moved that, in order to achieve the smooth transition to a new administrative structure, the IACEE Council authorizes the extension of the current contract with the Secretary General for a period of approximately three months to facilitate the transfer of administrative information etc., to Georgia Institute of Technology. Thereafter, all IACEE administrative functions will be executed by Georgia Institute of Technology.
     Katriina Schrey-Niemenmaa seconded the motion and it was approved by voice vote.
   - Kim demonstrated the use of the File Archive on the IACEE website for new members and encouraged them to access it before Council meetings.
   - For the benefit of new members, Frank pointed out that Ricardo Gutierrez had expressed the strong interest of ITESM in hosting the 2018 WCCEE in Mexico City. (See Item 5.1 in the 23 June 2014 Council Minutes.)

7. Council Structure & Assignments for 2014-16 – Scalzo et al.

   FA Kim reminded everyone to revisit the Strategic Plan documents on the IACEE website. She has annotated the four Strategic Goals, with responsibilities for each assigned to one of the four Vice Presidents, as follows:
   - Goal #1: Products (Kirsti Miettinen)
     o CPD-BQIP
     o CEE Manager Training Program
     o World Conferences and Other Events
     o Fellowship Opportunities
     o Impact

- Goal #2: Member Services: Engagement and Communication (<u>Soma Chakrabarti</u>)
    - Special Interest Groups (SIGs)
    - Engagement on the Website
    - Virtual Events and Communication
    - Awards
- Goal #3: Advancement of Continuing Engineering Education (<u>Zhang Guoqing</u>)
    - Think Tank
    - Advocacy of CEE
    - Policy, Standards, Accreditation
- Goal #4: Quality Assurance and Operational Excellence (<u>Paul Marca</u>)
    - Quality Assessment Practices to Inform Future Programs/Services
    - Establishing Standards/Templates/Procedures to Ensure Consistency, Leverage Momentum, and Share Organizational Learning from Year to Year
    - Branding to Support All Initiatives

Kim asked every Council member to declare their area(s) of interest aligned with these Strategic Goals. She recorded the responses and will compose a follow-up document outlining areas of focus for each Council member for the coming two years.

8. <u>Consideration of Annual Events, Process for Choosing WCCEE Venues Beyond 2016 – Scalzo</u>
FA Data from the collection of responses to questions asked at Thursday's General Assembly have been posted in the File Archive and are outlined below. Regarding the question about how to proceed with activities between World Conferences, the numbers of responses were:
- A (add another WCCEE) – 11
- B (add an IACEE day to another conference) – 14
- C (prepare a track/theme within another conference) – 5
- D (virtual conference) – 5
- E (webinar series) – 8

Paul advised that we determine goals and success criteria for any additional events between biennial WCCEEs. A major objective for additional events/activities should be to ensure the success of the 2016 WCCEE in Porto. Paul, Robert, and Alfredo were asked to work on this matter and propose a solution to the Council for an electronic vote.

9. <u>Other Business</u>
   9.1 <u>Council Parliamentary Procedure</u>
   New Council member Bente Nørgaard admitted to a bit of confusion about the parliamentary procedure used in this IACEE Council meeting. Frank indicated that many years ago Council had adopted a simplified form of Robert's Rules of Order (widely used in the USA) to conduct business. At that time, Frank also wrote a "tongue-in-cheek" 1-2 page version to assist Council members not familiar with Robert's Rules. He will share that document with the Council. Also, for those desiring more information than you'll ever need, consult www.robertsrules.org/ or www.robertsrules.com/ .
   9.2 <u>Phil O'Leary Comments</u>
   Retiring Council member Phil O'Leary, originally elected in Tokyo in 2004, asked to address the Council. Regarding the Newsletter, he confirmed Wisconsin's ongoing support as needed but said that we need someone in Europe to take charge of Newsletter matters/news for Europe. SCPD offered editorial help as needed. Phil then acknowledged the outstanding work of Stanford hosting the conference and presented gifts to SCPD Team members.

**10. <u>Adjournment</u>**
   **The 2014-16 IACEE Council's first meeting was adjourned at 12:02 pm.**